

		RPP-27195
CH2M HILL Hanford Group, Inc.	Manual	Operations
PRE-JOB BRIEFING	Document	TFC-OPS-MAINT-C-02, REV C
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	Issue Date	October 27, 2006
	Effective Date	October 27, 2006

[Ownership matrix](#)

1.0 PURPOSE AND SCOPE

(7.1.1)

The purpose of a pre-job briefing is to help workers and supervisors better understand the scope of work to be performed by discussing the tasks involved, hazards, and related safety precautions. Participants clarify the task's objectives, personnel roles and responsibilities, and resources needs. Similarly, precautions, limitations, hazards, critical steps, controls, contingencies, and relevant operating experience are addressed as well as what is to be avoided.

The effectiveness of a pre-job briefing depends greatly on the preparation of the supervisor.

A graded approach is used to determine the depth of a pre-job briefing which depends on the job's risk and complexity, and the frequency it is performed by the assigned worker. Simple briefings, such as task previews, can be conducted for uncomplicated, repetitive, low-risk tasks, while more detailed briefings are appropriate for complex, infrequently performed, and high-risk tasks.

This procedure applies to all Tank Farm Contractor (TFC) personnel, including subcontractor employees that may be performing work and/or testing in a CH2M HILL Hanford Group, Inc. (CH2M HILL) facility.

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.

3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

4.0 PROCEDURE

This procedure is laid out in the general sequence required for use. It is not intended that this procedure be used in a step-by-step manner. Steps in this procedure may be worked in sequence or in parallel.

The following good practices should be practiced during the performance of pre-job briefings:

- Discussing human performance tools in specific terms that can be used by workers
- Conducting the meeting as a team, with active participation by the assigned worker(s)
- Encouraging workers to express their concerns or ask questions
- Using the pre-job briefing checklist as applicable, covering the relevant topics.
- Being sensitive to how mind-sets or expectations may disguise problems and warning signals
- Assigning individual-specific responsibilities for contingencies and abort decisions
- Conducting the meeting in a quiet, non-distracting environment
- Keeping briefings shorter than 30 minutes, which promotes attention and interest
- Considering equipment work history or the worker's personal experience as relevant sources of operating experience
- Considering the worker's proficiency with the task
- Covering operating experience relevant to the task.

4.1 Graded Approach for Pre-Job Briefing

(7.1.1)

A detailed pre-job briefing is required for all complex work packages. Complex work is defined in [TFC-OPS-MAINT-C-01](#).

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| Supervisor or
Designated Lead | 1. Decide to perform either a detailed pre-job briefing or a general pre-job briefing. |
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4.2 Detailed Pre-Job Briefing (Complex Work)

See [Figure 1](#) for process flowchart.

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| Supervisor or
Designated Lead | <ol style="list-style-type: none"> 1. Ensure a pre-job briefing is conducted before performance of planned or prerequisite field work. 2. Conduct a detailed pre-job briefing using the Pre-Job Briefing checklist (A-6002-893), addressing only those details pertinent and important to the task at hand.(7.1.1) <ol style="list-style-type: none"> a. For medium or high risk radiological work cover the identified sections of the Pre-job briefing checklist. |
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3. Ask for and resolve questions and concerns workers may have with the job.
 4. If work involves manipulating waste transfer valves or interconnected valves to the waste transfer systems:
 - a. Discuss valve manipulation with employee(s).
 - b. Conduct walkdown with Operations Engineer and employee(s) performing valve manipulation to identify: (7.1.1)
 - Valve location
 - Valve operation
 - Valves correctly and legibly labeled
 - Expected system response.
- Employee
5. Participate in pre-job briefing by providing feedback to enhance briefing quality and provide other information important for safe and efficient work.
 6. Understand the following:
 - Scope of work
 - What is expected during the performance of that work
 - Who is in charge of that task
 - Controls that have been established for the work to be performed
 - Interface responsibilities.
 7. Identify hazards and suggest methods of control.
- Supervisor or
Delegated Lead
8. Resolve questions and issues with employee(s) during the pre-job briefing prior to starting the activity.

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| | 9. Conduct a pre-job briefing for changes in job work scope that arise during work activity, including: |
| | <ul style="list-style-type: none"> • Introduction of new hazards or controls • Elimination of previously identified hazards or controls • Changes to the Radiological Work Permit • Changes to work instructions • Changes to the lockout/tagout. |
| | 10. Perform follow-on pre-job briefings for work activities that exceed one day. |
| Supervisor or Delegated Lead | 11. Evaluate the overall effectiveness of pre-job briefings. |
| | 12. If not effective, take necessary action to improve the pre-job briefing process. |
| Employee | 13. Sign the Pre-Job Attendance Roster (A-6003-211). |
| Supervisor or Delegated Lead | 14. Place pre-job briefing record(s) into the work package. |

4.3 General Pre-Job Briefing

See [Figure 2](#) for process flowchart.

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| Supervisor or Delegated Lead | 1. Ensure general pre-job briefing is conducted before planned or prerequisite field work. | | | | |
| | 2. As a minimum, cover the applicable pre-job briefing checklist items marked with an “*”. | | | | |
| | <table> <tr> <td>a.</td> <td>If work is medium or high radiological risk cover the identified items of the pre-job briefing checklist.</td> </tr> </table> | a. | If work is medium or high radiological risk cover the identified items of the pre-job briefing checklist. | | |
| a. | If work is medium or high radiological risk cover the identified items of the pre-job briefing checklist. | | | | |
| | 4. If work involves manipulating waste transfer valves or interconnected valves to the waste transfer systems: | | | | |
| | <table> <tr> <td>a.</td> <td>Discuss valve manipulation with employee(s)</td> </tr> <tr> <td>b.</td> <td>Conduct walkdown with Operations Engineer and employee(s) performing valve manipulation to identify: (7.1.1)</td> </tr> </table> | a. | Discuss valve manipulation with employee(s) | b. | Conduct walkdown with Operations Engineer and employee(s) performing valve manipulation to identify: (7.1.1) |
| a. | Discuss valve manipulation with employee(s) | | | | |
| b. | Conduct walkdown with Operations Engineer and employee(s) performing valve manipulation to identify: (7.1.1) | | | | |
| | <ul style="list-style-type: none"> • Valve location • Valve operation • Valves correctly and legibly labeled • Expected system response. | | | | |

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| Employee | <ol style="list-style-type: none">5. Participate in pre-job briefing.6. Understand the following:<ul style="list-style-type: none">• Scope of work• What is expected during the performance of that work• Who is in charge of the task• Controls that have been established for the work to be performed.7. Ask all questions pertinent to scope of work, hazard controls, and requirements. |
| Supervisor or Delegated Lead | <ol style="list-style-type: none">8. Ensure employees understand scope of work, hazards, and expected response to alarms. |

NOTE: No documentation of a general pre-job briefing is required.

5.0 DEFINITIONS

No terms or phrases unique to this procedure are used.

6.0 RECORDS

Archive pre-job briefing records into the completed work package.

7.0 SOURCES

7.1 Requirements

1. RPP-MP-003, "Integrated Environment, Safety, and Health Management System Description for the Tank Farm Contractor."
2. HNF-5183, "Tank Farms Radiological Control Manual (TFRCM)."

7.2 References

1. TFC-ESHQ-RP_RWP-C-04, "Radiological Work Permits."
2. TFC-ESHQ-S_SAF-C-02, "Job Hazard Analysis."
3. TFC-OPS-MAINT-C-01, "Tank Farm Contractor Work Control."
4. TFC-OPS-OPER-C-05, "Lockout/Tagout Program."
5. TFC-OPS-OPER-C-12, "Observation and Evaluation of Field Work Supervisor Candidates."

Figure 1. Pre-Job Briefing Flowchart.

